



Environmental Health
2625 N. King St., 2nd Floor
Flagstaff, AZ 86004

928-679-8750

How to obtain a Food Manager's Certificate

FAQ's

Where do I go to register?

An Applicant may register to obtain a study manual and schedule a time to take the Food Managers' exam by coming into the CCPHSD Environmental Health office, located at: 2625 N. King Street, Flagstaff, AZ 86004, second floor.

How much does it cost?

The fee for a Food Managers' Certificate is \$55 per person.

What is the process?

Upon registration, an appointment will be made for you to take the Food Managers' exam, which will be within two weeks from the time of registration. Currently, tests are held on Mondays. However, beginning January 2016, testing will take place on the first, third and fourth Thursdays of each month starting at 9 A.M. attesting is held at 2625 N. King Street, Flagstaff in the Ponderosa Room, located on the first floor.

Do I get a Manual Study Book to study prior to testing?

Yes, a Food Manager Study Manual will be provided at time of registration.

What if I already have a book?

The registration fee remains at \$55.00. The Food Manager Manual is also available on our website for convenience.

What does the test consist of and how much time do I have to complete it?

The exam consists of 75 multiple choice and true & false questions. An Applicant is allowed 2 hours to complete the exam.

Is the study Manual available in Spanish?

Currently the manual is not available in Spanish, however, the Food Managers' exam is available in Spanish.

What if I do not live in Flagstaff or Page and cannot come to the office?

Applicants who do not live in Flagstaff may mail in a check or money order made out to CCPHSD for \$55 to:

CCPHSD Environmental Health
2625 N. King Street
Flagstaff, AZ. 86004

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Please include the applicant's name and contact phone number and submit with payment to the above address. The applicant will be contacted after the registration request and payment are received.

Can I pay with Credit Card over the phone?

Unfortunately, credit card payments cannot be accepted over the phone, since a signature is required for authorization.

What are your office hours?

Office hours are 8 A.M. to 5 P.M. excluding Holidays.

Can I schedule and pay for someone else?

Yes. The person who is paying for someone else is responsible for relaying all pertinent information to the applicant. Please remember if the applicant does not show for testing the payment is non-refundable.

What type of Identification is required?

When applicant arrives at 9 A.M. proper identification will be verified. One of the following forms of identification is needed:

- An Arizona driver license issued after 1996 or an Arizona non-operating identification license
- A driver license issued by a state that verifies lawful presence in the United States
- A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States
- A U.S. certificate of birth abroad
- A U.S. passport
- A foreign passport with a U.S. visa
- An I-94 form with a photograph
- A U.S. citizenship and immigration services employment authorization document or refugee travel document
- A U.S. certificate of citizenship
- A tribal certificate of Indian blood
- A tribal or bureau of Indian affairs affidavit of birth

Is it possible to arrange for group testing for a single establishment?

Establishments outside of the Flagstaff and Page area can contact their assigned health inspector for group testing accommodations. Please call the CPHSD Environmental Health office at 928-679-8750 to obtain the name and contact number for health inspector assigned to the establishment.

Additional information is available at <http://coconino.az.gov/health>.

To access the Food Manager's Study Manual visit <http://az-coconinocounty.civicplus.com/DocumentCenter/View/519>.

lh - 11/20/15

Meg – 11/23/2015